

City of Eureka – Recreation Division  
33<sup>rd</sup> ANNUAL  
HOLIDAY CRAFT BAZAAR  
Saturday, December 5, 2009

Dear Craftsperson,

It's that time of year again to start planning for the Eureka Recreation Division's **33<sup>rd</sup> ANNUAL HOLIDAY CRAFT BAZAAR** on Saturday, December 5, 2009.

This year's Bazaar will take place from 10 AM – 4PM at the Adorni Recreation Center (1011 Waterfront Dr., Eureka, CA 95501). Pre-registration and payment of fees is required for a **10' x 10' space**. *Registration for any new vendor or returning 2008 vendor who missed the priority registration deadlines (SEE PRIORITY REGISTRATION FOR RETURNING VENDORS SHEET ATTACHED) will be on a first-come, first-served basis starting Monday, November 2<sup>nd</sup>, at 9 AM.* **NO GENERAL REGISTRATIONS WILL BE ACCEPTED PRIOR TO THIS TIME.** Applications received in the mail will be processed after the walk-ins on the first day of registration. The fee is \$50. **ALL FEES ARE NON-REFUNDABLE** unless another vendor on the Recreation Division's waiting list can fill your space.

Each participant is responsible for all necessary equipment needed for set-up and tear down and running of the booth. **You must provide your own tables and chairs and there is limited access to power** (outlets & sites that have access to power are marked on the map). Participants needing power must provide their own extension cords and duct tape to secure the cord to the floor.

**THE BAZAAR IS LIMITED TO YOUR ORIGINAL ART/CRAFT WORKS ONLY. NO COMMERCIAL ITEMS ALLOWED. PLEASE, NO FOOD ITEMS OF ANY KIND.** Any commercial items sold through retail or wholesale outlets are not allowed. If in the staff's judgment items appear to be commercial, the exhibitor will be asked to put them away (i.e. hand-crafted pottery imported from Mexico).

You must have a **CALIFORNIA SELLER'S PERMIT** prior to registering for the Holiday Craft Bazaar. Seller's permits are available from the State Board of Equalization Department District Office located at 50 D St., Santa Rosa, 95404-4791, (707-576-2100). To obtain an application visit [www.boe.ca.gov](http://www.boe.ca.gov), search for (boe400spa) temporary seller's permit application and mail the completed application to the address above or fax it to the Santa Rosa District Office at (707) 576-2113. It can take several weeks to obtain a Seller's Permit especially during the busy Craft Fair season so plan ahead. You can also hand-deliver your application to the Santa Rosa District Office to obtain a permit the same day in about an hour, but you must wait at the office you can't drop the application off and then come back for it. Any person who makes or anticipates making more than \$500 during a calendar quarter, is required to obtain a City of Eureka Business License. These can be obtained at Eureka's City Hall, 531 K St. (441-4120).

An application and space diagram are enclosed for your information. Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices of location. **PLEASE REMEMBER NO GENERAL REGISTRATIONS WILL BE ACCETED IN PERSON OR THROUGH THE MAIL PRIOR TO NOVEMBER 2, 2009.** *Please have all paperwork filled out completely before registering in person. **You must also provide a description and photograph/sample of your handcrafted items along with your Seller's Permit and Business License (if applicable) – NO EXCEPTIONS.*** If registering by mail, please include your application, photograph of your handcrafted items, photocopy of your Seller's Permit, Business License (if applicable) and a check made payable to the City of Eureka – Recreation Division – 1011 Waterfront Dr. Eureka, CA 95501. If all three of your choices are taken, you will be assigned a space and notified.

After registration, information on set-up times and directions will be mailed to all participants approximately two weeks prior to the event. Please call the Recreation Division at 441-4244, for more information.

